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[redacted]
Copy 6 of 7

3 January 1956

MEMORANDUM FOR: Chief, Agency Mail and Courier Service/
Office of Logistics

SUBJECT: Special Courier Service

25X1 1. This is to confirm a telephone conversation the undersigned had with [redacted] on 30 December 1955, in which it was pointed out that a special courier service would be required for approximately six weeks in connection with a project under the direction of Mr. Russell.

25X1 2. It is therefore requested that arrangements be made for a courier, designated to sign for top secret material, to report to Room 2325, PCB [redacted] at 0800 and 2000 hours daily, beginning 0800 5 January 1956. The courier should not identify himself as a CIA courier and should ask for the Supervisor, Special Projects Branch, identifying himself as a courier and request the power to be hand carried

25X1 per [redacted] Material picked up at [redacted] should be immediately hand carried to the Watch Officer on duty in the Signal Center, "J" Building.

3. It will be noted that this requirement is for seven days a week and we would appreciate arrangements being made for the continuance of the service until approximately 17 February 1956. At that time it is hoped that other arrangements will have been made for the delivery of the material.

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[redacted]
Personnel Officer

Coordinating Officers:

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REW:bm

0 & 1 - Addressees

1 - [redacted]

1 - [redacted]

1 - Admin File 80100

1 - chron

3320000